

# STAFFORD COUNTY SCHOOL BOARD

## Agenda Consideration

**TOPIC:** Proposed Amendment to Bylaw 1-38.2      **ITEM NO:** 10B

**PREPARED BY:** Jean S. Murray, Superintendent      **MEETING:** February 24, 2004

Daryl A. Nelson, *DAN*      **ACTION DATE:** March 9, 2004  
Executive Director of Administrative & Legal Services

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### ACTION REQUESTED BY THE SUPERINTENDENT:

That the School Board receive for its 2<sup>nd</sup> reading and consideration the attached proposed amendment to Bylaw 1-38.2, Order of Business.

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### KEY POINTS:

The proposed amendment to Bylaw 1-38.2, Order of Business, reflects those changes that the board indicated it would like to make to the typical order of its regular meeting agendas. For meetings starting at 7:00 p.m. the order of the agenda remains unchanged. For meetings starting at 5:00 p.m. the agenda order is adjusted to provide that:

1. information, consent, and special presentations be considered first;
2. a break be taken for dinner, receptions, or other purpose; and
3. the board reconvene at 7:00 p.m., or such other time set by the board, to consider the remainder of the items upon the agenda

**SCHOOL BOARD GOAL:** (Goal 3) Encourage parents and the community to increase their interest and involvement in schools.

**FUNDING SOURCE:** N/A

**AUTHORIZATION REFERENCE:** Bylaw 1-32, Bylaws Adoption, Amendment and Suspension

## SCHOOL BOARD BYLAWS

Order of Business

A. The typical order of business at regular meetings commencing at 7:00 p.m. shall be as follows:

1. Call to Order, Roll Call, Pledge of Allegiance and Invocation (Commencing at 7:00 ~~7:30~~ p.m., except when a closed meeting or roundtable is scheduled to commence at 5:00, 5:30, 6:00, or 6:30 p.m.) (When a closed meeting is scheduled the Pledge of Allegiance and Invocation shall follow the closed meeting and immediately precede the Awards Presentation.)
2. Revisions and Approval of Agenda
3. Closed Meeting for Matters Permitted by Law (Commencing at 5:30, 6:00, or 6:30 p.m. on an as needed basis.)
  - A. Appropriate Motion
  - B. Certification of Closed Meeting
  - C. Any necessary action
4. Awards Presentation
5. Citizens Comments (Consistent with Bylaw 1-41, comments shall be limited to three minutes per individual and five minutes per organized group spokesperson.)
6. Report of the School Board
7. Report of the Superintendent
8. Consent Agenda
9. Action Items
10. Information Items
11. Next Meeting Date, Time, and Location
12. Special presentations and roundtable discussions as needed (may be elevated to an earlier position on the agenda)
13. Closed Meeting for Matters Permitted by Law
  - a. Appropriate Motion

## SCHOOL BOARD BYLAWS

Order of Business

## b. Certification of Closed Meeting

## 14. Adjournment

On evenings on which an early closed meeting is scheduled, the board shall commence business in open session at 5:00, 5:30, 6:00 or 6:30 p.m. After consideration of items 1 and 2 of the agenda the board shall, upon appropriate motion and vote, convene in closed session. At 7:00 ~~7:30~~ p.m., or as soon thereafter as possible, the board shall reconvene in open session, take a roll call or other recorded vote certifying the propriety of its considerations taken in the closed meeting, take any appropriate action, and thereafter consider the next item upon the agenda.

B. The typical order of business at regular meetings commencing at 5:00 p.m. shall be as follows:

1. Call to order, Roll Call, Pledge of Allegiance, and Invocation.

2. Revisions and Approval of Agenda

3. Consent Agenda

4. Information Items

5. Special Presentations and Roundtable Discussions as needed.

6. Closed Meeting for Matters Permitted by Law [on an as needed basis by motion (may be moved to an earlier or later position on the agenda.)]

The board shall reconvene in open session, take a roll call or other recorded vote certifying the propriety of its considerations taken in the closed meeting, take any appropriate action, and thereafter consider the next item upon the agenda.

7. Adjournment [upon motion of board (to reconvene at 7:00 p.m. or such other time as determined by the board for dinner, receptions, or other purpose.)]

8. Reconvene-Call to Order

## SCHOOL BOARD BYLAWS

Order of Business

9. Awards Presentation
10. Citizens Comments
11. Report of the School Board
12. Report of the Superintendent
13. Action Items
14. Next Meeting Date, Time, and Location
15. Adjournment

C. Board members may remove Consent Agenda items at any time up to and including the meeting at which the agenda will be approved. If a board member wishes to remove an item from the Consent Agenda, the request shall be made at the time Revisions and Approval of the Agenda are considered. Unless a motion is made by a board member to deny the request, the request will be honored.

Adopted by School Board: March 24, 1987  
Amended by School Board: December 11, 1990  
Amended by School Board: June 20, 1995  
Amended by School Board: September 10, 1996  
Amended by School Board: February 25, 1997  
Amended by School Board: March 26, 2002  
Amended by School Board: